

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Management Analyst – Finance	<u>Revision Date:</u> 1/06
		<u>EEO Code:</u> Professional
		<u>Status:</u> Exempt (Admin.)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Deputy Finance Director performs various projects relating to finance, budget, and auditing. Assists the Deputy Finance Director in his/her assigned duties.

III. Essential Duties:

- Helps prepare the annual budget for the city.
- Assist in preparing budget presentations for City Council and the public.
- Assist departments as assigned by the Deputy Finance Director in budgetary and financial studies, audits, or analysis.
- Serve on the Mayor's Budget Committee and participate in budget discussions and decisions.
- Updates annual budgetary fee schedules at the time of budget preparation and monitors fee payments for accuracy, compliance and completeness.
- Performs revenue audit – sales tax, franchise tax, property tax, personnel property tax.
- Conducts studies and performs special projects as assigned by the Deputy Finance Director, Finance Director or Budget Committee.
- Collect pertinent information through research, audits, surveys, etc.
- Analyze information using statistics, regression analysis, and spreadsheet calculations.
- Present results through reports, graphs, spreadsheets, charts.

IV. Miscellaneous Duties

- Act as liaison between the Finance Department and other City departments.
- Assists with preparation of the City's comprehensive annual financial report.
- Perform other duties as assigned.

V. Qualifications:

Education: Bachelors' degree in public administration, finance, economics, accounting, business, or related field. Master's degree in public administration, business administration or accounting preferred.

Experience: Some related work experience; may substitute an equivalent combination of education and experience.

Knowledge of: Governmental accounting and program budgeting; application of theories/organizational management to a governmental entity; computer software including word processing, spreadsheets, and databases.

Responsibility for: Great responsibility for the care, condition and use of materials, equipment, tools, etc.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgment; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and

schedules; influencing of others to obtain the desired results; must have excellent written and verbal communication skills.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet, database and word processing), printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure and impending deadlines; establish effective working relationships with employees and other city employees; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and presentations.

VI. Working Conditions:

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines. Work generally confined to an office setting.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. this updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

Dept/Division Approval: _____ DATE: _____

Personnel Dept. Approval: _____ DATE: _____